

ELECTRIC OPERATIONS MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for the Electric Operations Division of the Department of Utilities which includes the operations and maintenance of electric power transmission, substations, systems protection, distribution, meter installation and repair as well as meter reading. Incumbent supervises technically skilled employees who oversee the day-to-day operations of their respective sections. Incumbent sets priorities, implements operations, and inspects results across aspects of division. The work requires considerable independence of judgement and initiative within established policies and procedures. Work is reviewed by Director of Utilities through results produced.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Organizes, schedules, supervises, assigns, reviews, and inspects division operations. Establishes appropriate procedures and work methods conducive to efficient and effective field operations; confers with other municipal utility personnel concerning mutual problems and technical changes. Recommends alterations and modifications to the operating systems; reviews drawings, plans, and specifications related to plant additions or systems expansion. Analyzes operational data and prepares cost projections and technical reports. Recommends both an operating and capital improvement budget to the Utilities Director; evaluates the performance of section heads. Supervises the switching of power loads to avoid overloading substations and feeders. Makes determinations in field to effectively restore power. Handles difficult customers problems and complaints concerning meters, electricity, etc.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the standard methods, materials, tools, and equipment used in the construction, maintenance and repair of an overhead and underground electrical power transmission and distribution system.

Extensive knowledge of substation and communication operations and equipment, and computerized data acquisition systems.

Knowledge of electric and water meters, meter readings, and operations.

Extensive knowledge of the occupational hazards connected with overhead and underground line construction and maintenance; substation and communication maintenance and repair, and of necessary safety precautions.

Thorough knowledge of electrical engineering and its related applications.

Ability to plan, organize and schedule administrative and technical work.

Ability to supervise skilled, semi-skilled, unskilled and clerical personnel.

Ability to read and interpret blueprints, specifications and construction plans.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with superiors, employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in electrical engineering or related field; and extensive experience in all phases of electric transmission and distribution construction and maintenance work; familiarity with substation and communication operations and maintenance; considerable administrative and supervisory experience; or any equivalent combination of training and experience.